

**STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII**

November 18, 2004

SPO Price List No. 05-11

To: All Department Heads
Executive Branch

From: Ruth E. Yamaguchi
Procurement Officer

Subject: Executive Stationery

In response to requirements you submitted on SPO Circular No. C05-02, the State Procurement Office solicited request for quotes to purchase executive stationery. You are now requested to issue purchase orders to the following company. Agencies are instructed to obtain the appropriate Vendor Code for remittance purposes from the "Alphabetical Vendor Edit Table Report" and annotate the vendor code on their purchase orders.

Cenveo West
91-280 Hanua Street
Kapolei, HI 96707

Attention: Ms. Diane Saki
Telephone: 682-3055
Fax: 682-3855
E-mail: diane.saki@cenveo.com

Remit to address:
P.O. Box 24667
Seattle, WA 98124-0667

The letterhead will be printed according to these specifications: 8-1/2" x 11", two-color letterhead, fluorescent white opaque recycled, Crane's Crest R 24#, 100 cotton fiber stock, fully engraved gold State seal and flat black lettering. The bid price per ream (500 sheets) is **\$64.48**, which includes taxes and delivery charges. Be sure to include exact delivery and billing information on your purchase order. Your order may be increased but not decreased.

The deadline to submit purchase orders to Cenveo West is **December 19, 2004**. Delivery should be completed by mid February, 2005. Any questions regarding this matter may be directed to Mrs. Donn Tsuruda-Kashiwabara at telephone (808) 586-0565, facsimile (808) 586-0570 or email at donna.tsuruda-kashiwabara@hawaii.gov.

Attach.